**Ben View Resource Centre**

**Community Co-ordinator**

**Job Title:** Community Coordinator

**Hours:** 20 hours per week

**Responsible to:** Manager

**Aim of the post:** to have responsibility for the volunteer programme, supervision and development of Ben Views community projects including the Youth Programme, Befriending Service, Garden Project and any community initiatives as they arise.

**Main Responsibilities/Duties:**

* To assist manager in recruitment, induction and ongoing training of staff employed in our community programmes in line with the SSSC Safer recruitment guidance
* To be responsible for the recruitment, training and on-going support of volunteers across all of Ben View community programmes in line with the SSSC Safer recruitment guidance
* Prepare volunteer policies and procedures, including risk assessments
* Generate appropriate volunteering opportunities and role descriptions based on the needs of the organisation
* Promote volunteering (internally and externally) through recruitment and publicity strategies and campaigns
* Keep up to date with legislation and policy related to volunteering and make any necessary modifications to accommodate changes
* Monitor, support, motivate and accredit volunteers and their work
* To have special responsibility for particular components of the service which will include youth programme, befriending service, Community hub, and warm hub projects that have currently been put in place
* To support workers in ensuring comprehensive programmes and plans are in places across services
* To engage in direct work with groups / members in emergencies or as cover where appropriate or where such contact enables an understanding of the work being delivered within our community programmes
* To be directly involved in the monitoring and evaluation of services ensuring for the accurate collation of statistics
* To be involved in identifying and completing funding applications to support our programmes
* To identify areas where there are gaps in services within the local community and build thematic groups to meet these gaps
* To liaise regularly with other agencies developing relationships to support our services and projects identifying areas where joint work could be carried out
* To identify and manage new fundraising activities with local community members and corporate fundraising opportunities
* To be actively involved in facilitating and the promotion of activities / groups.
* Ensuring company policies and procedures are up to date and being followed by relevant parties
* To ensure health and safety standards are being met and accurately recorded for all services
* Manage budgets and resources, including the reimbursement of expenses
* Maintain databases and undertake any other administrative duties. Having a sound knowledge of Microsoft office programmes
* To be part of and help promote a continuous learning and development culture, ensuring participation in appropriate training, supervision
* In conjunction with line manager and the staff team you have a responsibility for the assessment of risk in the respect health and safety across your named services
* Support Staff and volunteers in manager’s absence with any issues that require urgent attention.
* To undertake such other duties as may be delegated by the Manager.